

The following documentation provides information on how to request a 1099-G electronically via the Georgia Tax Center.

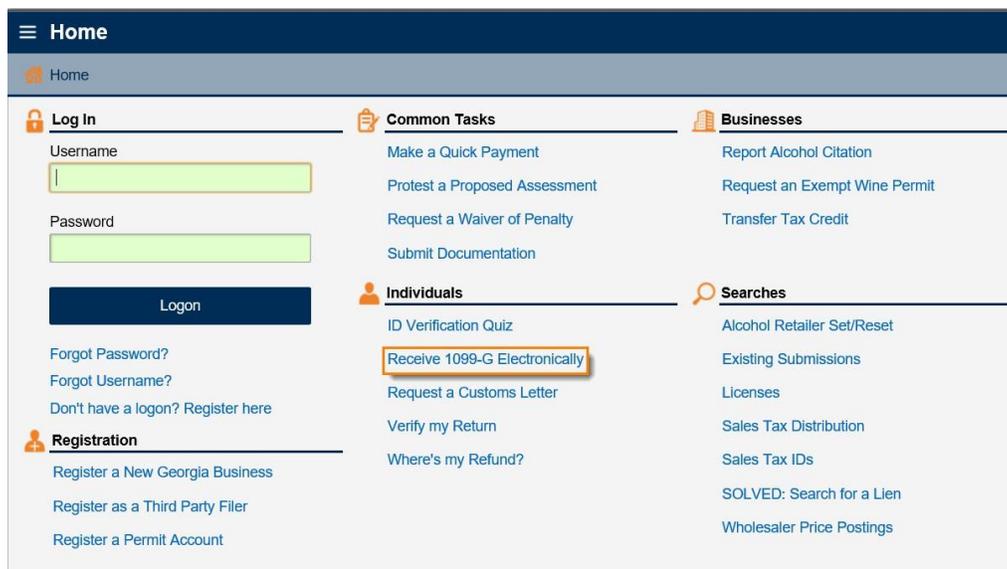
## How to Request a 1099-G Electronically

1. Go to the GTC website (<https://gtc.dor.ga.gov>).



The screenshot shows the Georgia Tax Center Home page. The page is divided into several sections: Log In, Common Tasks, Businesses, Registration, Individuals, and Searches. The Log In section has fields for Username and Password, and a Logon button. The Common Tasks section lists: Make a Quick Payment, Protest a Proposed Assessment, Request a Waiver of Penalty, and Submit Documentation. The Businesses section lists: Report Alcohol Citation, Request an Exempt Wine Permit, and Transfer Tax Credit. The Registration section lists: Register a New Georgia Business, Register as a Third Party Filer, and Register a Permit Account. The Individuals section lists: ID Verification Quiz, Receive 1099-G Electronically, Request a Customs Letter, Verify my Return, and Where's my Refund?. The Searches section lists: Alcohol Retailer Set/Reset, Existing Submissions, Licenses, Sales Tax Distribution, Sales Tax IDs, SOLVED: Search for a Lien, and Wholesaler Price Postings.

2. Under the **Individuals** section, click the **Receive 1099-G Electronically** hyperlink.



This screenshot is identical to the previous one, but with the 'Receive 1099-G Electronically' link in the Individuals section highlighted with a red box.

3. Read the page to see if you are eligible to receive the 1099-G electronically and what items you will need. Click **Next**.

### Opt in for Electronic 1099-G

Home > Opt in for Electronic 1099-G

1. Start

#### Start

**Request Electronic 1099-G**

You are eligible if

- You itemized deductions on your income tax return.
- You would like an electronic 1099-G to report the amount of refunds, credits, and other offsets of state income tax during the previous year.
- You would like your 1099-G available in GTC.

You will need

- Social Security Number (SSN) (or ITIN).
- Federal adjusted gross income from the previous tax year.
- Mailing Address.
- Commence date of your account.
- A phone number that accepts SMS text messages for login authentication.
- An email address to be used for login authentication.

Cancel < Previous Next >

4. Enter your social security number and the most recent Federal AGI, all fields with a yellow background are required, click **Next**.

 **Enter the following information from your income tax account.**

ID Type

ITIN	<b>SSN</b>
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An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine digit number that always begins with the number 9 and has a 7 or 8 in the fourth digit, for example 9XX-7X-XXXX.

Any individual who is a U.S. Citizen, a permanent resident, or a temporary alien resident who is authorized to work in the United States, must have a SSN.

Social Security #

Required Required

Confirm Social Security #

Required

Most recent Federal AGI

Required

Your Federal Adjusted Gross Income (Federal AGI) is the amount of gross income that has been reduced by adjustments to income. This amount can be found on federal forms 1040EZ, 1040A, 1040 or Georgia forms 500, 500-EZ.

Cancel < Previous Next >

- Complete the form, then click **Next**.

### Login & Contact Information

<p><b>Enter login information</b></p> <p>Login <input type="text" value="Required"/></p> <p>Password <input type="text" value="Required"/></p> <p>Confirm Password <input type="text" value="Required"/></p> <p><b>In case you forget your password</b></p> <p>Select Secret Question from list  <input type="text" value="In what city or town did you meet yo"/></p> <p>Secret Answer <input type="text" value="Required"/></p> <p>Confirm Answer <input type="text" value="Required"/></p>	<p><b>Password requirements for a GTC login</b></p> <p>Passwords cannot be reused</p> <p>Minimum 8 characters</p> <p>Passwords must contain both letters and numbers</p> <p>Passwords must contain both uppercase and lowercase letters</p> <p>Passwords must contain special characters</p> <p>To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.</p>	<p><b>Enter contact information</b></p> <p>User's Name <input type="text" value="Required"/></p> <p>E-mail <input type="text" value="Required"/></p> <p>Confirm E-mail <input type="text" value="Required"/></p> <p>Country <input type="text" value="USA"/></p> <p>Select Phone Type from list <input type="text" value="Required"/></p> <p>Phone Number <input type="text" value="Required"/></p> <p>Do you have a second phone number?  <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
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- Click on how you would like to secure your account either by Text, Email or Both then click **Next**.

### Login Authorization

**Authentication Options**

Choose your authentication method:

Email:

Country:

Mobile Carrier:

Mobile Phone:

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

- Click to agree to the consent then click **Next**.

### Taxpayer Consent

**Taxpayer Consent**

By submitting this request you are agreeing to only receive your 1099-G form electronically, and understand that you will no longer receive a paper copy beginning with the next tax year. You certify with your electronic signature that to the best of your knowledge, the information is true, accurate and complete and any falsification subjects you to the offense of making a written false statement to a government official.

**1**  I agree to the statements above.

8. Click **Yes** or **No** if you want to go paperless then click **Next**.

**Go Green!**

**Sign up for E-Correspondence**

Would you like to sign up for E-Correspondence?

9. Review the summary page then click **Submit**.

**Enter the following information from your income tax account.**  **Sign up for E-Correspondence**

ID Type:

Would you like to sign up for E-Correspondence?

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine digit number that always begins with the number 9 and has a 7 or 8 in the fourth digit, for example 9XX-7X-XXXX.

Any individual who is a U.S. Citizen, a permanent resident, or a temporary alien resident who is authorized to work in the United States, must have a SSN.

Social Security #

Confirm Social Security #

Most recent Federal AGI

Your Federal Adjusted Gross Income (Federal AGI) is the amount of gross income that has been reduced by adjustments to income. This amount can be found on federal forms 1040EZ, 1040A, 1040 or Georgia forms 500, 500-EZ.

**Taxpayer Consent**

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**I agree to the statements above.**

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**Enter login information** **Password requirements for a GTC login** **Enter contact information**

Login

Password

Confirm Password

Select Secret Question from list:

Secret Answer

Confirm Answer

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

User's Name

E-mail

Confirm E-mail

Country

Select Phone Type from list:

Phone Number

Do you have a second phone number?

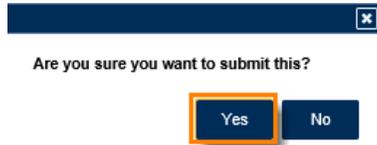
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**Authentication Options**

Choose your authentication method:

Email

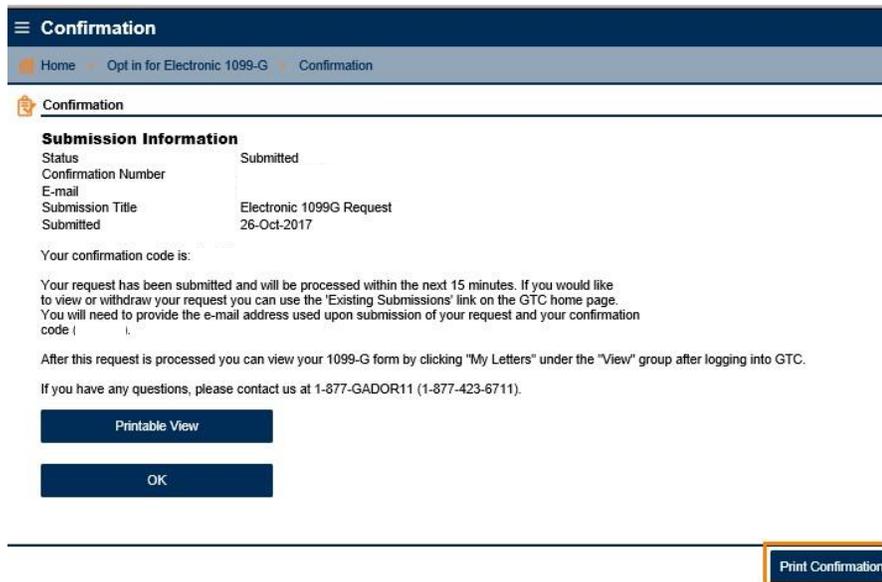
10. Click **Yes** to confirm that you want to submit this request.



Are you sure you want to submit this?

Yes No

11. Print off or write down your confirmation number then click OK.



**Confirmation**

Home > Opt in for Electronic 1099-G > Confirmation

**Confirmation**

**Submission Information**

Status	Submitted
Confirmation Number	
E-mail	
Submission Title	Electronic 1099G Request
Submitted	26-Oct-2017

Your confirmation code is:

Your request has been submitted and will be processed within the next 15 minutes. If you would like to view or withdraw your request you can use the 'Existing Submissions' link on the GTC home page. You will need to provide the e-mail address used upon submission of your request and your confirmation code.

After this request is processed you can view your 1099-G form by clicking "My Letters" under the "View" group after logging into GTC.

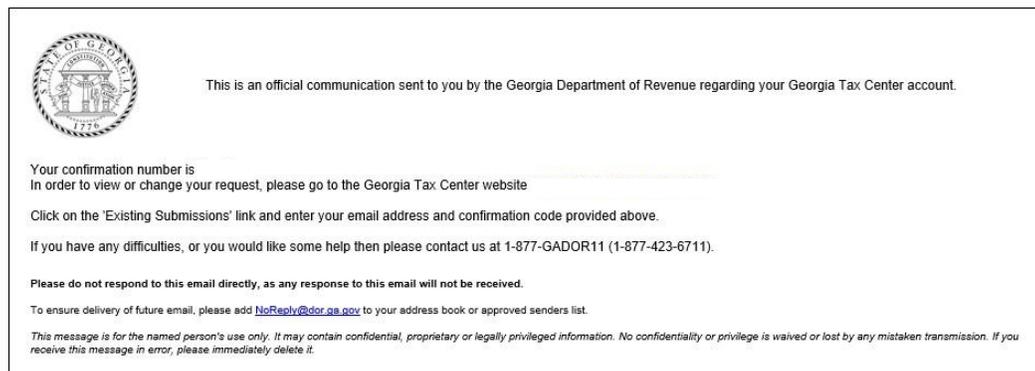
If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation

12. You will receive an email from the Georgia Department of Revenue with your confirmation number.





This is an official communication sent to you by the Georgia Department of Revenue regarding your Georgia Tax Center account.

Your confirmation number is [XXXXXXXXXXXX](#)

In order to view or change your request, please go to the Georgia Tax Center website

Click on the 'Existing Submissions' link and enter your email address and confirmation code provided above.

If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).

Please do not respond to this email directly, as any response to this email will not be received.

To ensure delivery of future email, please add [NoReply@dor.ga.gov](mailto:NoReply@dor.ga.gov) to your address book or approved senders list.

This message is for the named person's use only. It may contain confidential, proprietary or legally privileged information. No confidentiality or privilege is waived or lost by any mistaken transmission. If you receive this message in error, please immediately delete it.